



# Accounts Receivable: CASH RECEIPTS & DEPOSITS

Version 2.1

## SYLLABUS AND EXERCISES

Name: \_\_\_\_\_

Course Dates: \_\_\_\_\_ / \_\_\_\_\_ /2003 through \_\_\_\_\_ / \_\_\_\_\_ / 2003

Instructors:Lynn Whittaker, Karen Jobe Facilitator: Barbara Washington

Subject Matter Experts: AR Functional Team

TRAINING LOGON ID: \_\_\_\_\_

ASSIGNED CASH JOURNAL: \_\_\_\_\_

- Y** - *Topic includes Hands-on Exercise (required for certification)*
- I** - *Topic provides Information only*
- D** - *Topic includes a Demonstration*
- ✓** - *“Check-up” Quiz/Test*

Complete workbook and practices for certification

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**MODULE 1: CASH RECEIPTS AND DEPOSITS OVERVIEW**

**Topic 1-1 Accounts Receivable and the Big Picture**

🔗 Which area of AASIS does Cash Receipts and Deposit transactions occur?

📄 **Demonstration - SAP Menu: Financial Accounting**

🔗 What is the purpose of the Cash Receipts and Deposits?

**Topic 1-2 Accounts Receivable and the Big Picture**

🔗 What is Company Code?

🔗 What is a Business area?

🔗 What is the relationship between a cost center, fund, and Business area?

🔗 What are General Ledger accounts?

📄 **Demonstration - Y\_DEV\_8000025 Trial Balance**

🔗 Where can I find the treasury, non-AASIS bank, and cash journal entries on the General Ledger?

🔗 Where and when do different receipts and deposits show up in the general ledger?

🔗 What's the difference between customers and direct revenue receipts?

🔗 What does the first three digits of a revenue code indicate?

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**MODULE 1: CASH RECEIPTS AND DEPOSITS OVERVIEW (cont.)**

**Topic 1-3 Document Principles in AASIS**

🔗 What is a document?

🔗 What is header information?

📄 **Demonstration – FB03**

🔗 What is master data?

📄 **Demonstration – FD03**

**Topic 1-3 Document Principles in AASIS**

🔗 What is a document?

🔗 What is header information?

📄 **Demonstration – FB03**

**Topic 1-3-1 Customer Invoices and Payments**

**Topic 1-3-1(a) Customer Master Data**

🔗 What is master data?

📄 **Demonstration – FD03**

📄 **Demonstration – FB70 (Optional demo)**

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<b>MODULE 1: CASH RECEIPTS AND DEPOSITS OVERVIEW (cont.)</b>		
<b>Topic 1-3-2 Customer Display Transactions</b>		
<i>Module / Exercise No.</i>	<i>Transaction</i>	<i>Data &amp; Exercise Questions</i>
<b>Y</b> 1-3-2 (a)	<b>FB03</b>	<p>Display Customer Invoice #: <b>1 8 0 0 1</b> _____</p> <p>(Instructor will provide the rest of the invoice #)</p> <p>What revenue code will be needed for a receipt?</p> <hr/> <p>What cost center and fund will be used to receipt this Invoice?</p> <p style="text-align: right;">Cost Ctr _____</p> <p style="text-align: right;">Fund _____</p> <p>The AASIS invoice document number is the same number Cash Journal users put in what field for of the Receipts tab? _____</p>
<b>Y</b> 1-3-2(b)	<b>FBL5N</b>	<p>Use FBL5N to find the invoice number in the amount of \$88.29 for customer: The Dept. of Pig Trails # _____</p> <p>Click on the line item to see the document overview.</p>

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**MODULE 1: CASH RECEIPTS AND DEPOSITS OVERVIEW (cont.)**

**Topic 1-3-2 (c)**

**☛ Cash Journal Reporting and Posting Trans. ZBCJ**

*Watch the demonstration of ZBCJ to see how to identify customer coding information needed to enter customer receipts in cash journal.*

*Note ZBCJ is also used for:*

- Daily Cash Receipt Summary
- Creating State Treasury Deposit Slips
  - Cash Journal Clearing

Module / Exercise No.	Transaction	Data & Exercise Questions
 <b>1-3-2(c)</b>	<b>ZBCJ</b>	Use ZBCJ and the following data to Display a Customer Invoice.  <b>Assigned Cash Journal:</b> _____ (Instructor will assign a cash journal to each participant)  <b>Printer:</b> YPCC  <b>Select:</b> Assignment/ Invoice Inquiry  <b>Assignment Invoice Number:</b> #: <b>1 8 0 0 1</b> _ _ _ _ (Instructor will provide the rest of the invoice number.)

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**MODULE 1: CASH RECEIPTS AND DEPOSITS OVERVIEW (cont.)**

**Topic 1-4 Security Roles**

🔗 What security roles and duties are associated with Cash Journal?

 **Questions and Answers: Module 1 Review**

# CASH RECEIPTS & DEPOSITS (CRD) STUDENT WORKBOOK

## MODULE 2: CASH JOURNAL

Topic 2-1: Overview of Cash Journal (FBCJ)

Topic 2-2: Selecting the Cash Journal (FBCJ)

 Demonstration of changing cash journal

Topic 2-3: Entering Receipts into Cash Journal (FBCJ) – Overview

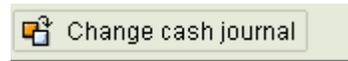
Note: Transaction type for Revenue Receipts is indicated by an “R” when using drop-down to search.

2-3-1: Entering Receipts into Cash Journal (FBCJ)

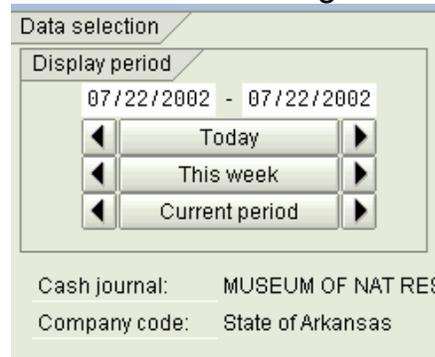
### Entering revenue receipts

Watch the demonstration for entering revenue receipt

\*Notice how to change journals



\*Notice how to change dates

A screenshot of a software dialog box titled "Data selection". It has a "Display period" section with a date range "07/22/2002 - 07/22/2002" and three buttons: "Today", "This week", and "Current period", each with left and right arrow icons. Below this, there are two fields: "Cash journal: MUSEUM OF NAT RES" and "Company code: State of Arkansas".

**NOTE: Matching Payments and Receipts do not have to be entered on the same day, but they must be entered under the same DATE.**

\*Notice user can move fields and create a user variant of their choice 

\*Notice user create personal lists for certain fields

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MODULE 2: CASH JOURNAL (cont.)

Module / Exercise No.	Transaction	Data & Exercise Questions			
<b>Y 2-3-1</b>	<b>FBCJ</b>	<p>Enter four revenue receipts into your assigned cash journal with the data below Assigned cash journal: _____</p> <p>Save your entries and then Post your receipts</p> <p>Date: Today's date</p>			
		<b>Business Trans.</b>	<b>Amount</b>	<b>Recpt Recipient/ Check # (Reference field)</b>	<b>Cost Center/ Bus. Area</b>
		Miscellaneous Fees	\$15	John Dough 4567	443642 / 0900
		Lodging Deposits	\$120	Lott O'Munny 3456	443642/ 0900
		Camping	\$20	Cashmere Bread 2345	443642 /0900
		Admission Fees	\$750	Olive Greenback 9876	443642 /0900
		<p><b>*NOTICE:</b> After entering Cost Center &amp; BA, fund was derived</p> <p><b>*NOTICE:</b> Document status before Saving, after Saving, before Posting and after Posting</p> <p><b>*NOTICE:</b> Balance after Posting</p>			

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**MODULE 2: CASH JOURNAL (cont.)**

**2-3-2: Customer Receipts**

■ **Entering a customer receipt FBCJ**

■ Watch entry of a customer receipt

When entering a customer receipt, why would a user open a second session? \_\_\_\_\_

Where is the revenue code entered on a receipt?  
\_\_\_\_\_

What is the purpose of entering the revenue code on the customer receipt? \_\_\_\_\_

What document type is created when a receipt is posted against a customer invoice? \_\_\_\_\_

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**MODULE 2: CASH JOURNAL (cont.)**

**2-3-2: Customer Receipts (cont)**

Module / Exercise No.	Transaction	Data & Exercise Questions														
 <b>2-3-2</b> <b>Enter cash Journal Receipts -Customers</b>	<b>FBCJ</b>	<ul style="list-style-type: none"> <li>➤ <b>Enter</b> customer receipts in your assigned cash journal using the data below.</li> <li>➤ <b>Open</b> two sessions: One for FBCJ, and a second session for ZBCJ. <u>Use QRC (Appendix C) to be sure all fields required are entered.</u></li> <li>➤ <b>Save</b> after each entry. (Look at Doc. stat.)</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px;">  Save              Post           </div> <div style="border: 1px solid gray; border-radius: 10px; padding: 2px;">             Doc.stat.   </div> </div> <ul style="list-style-type: none"> <li>➤ <b>Post</b> saved entries. (Look at Doc. stat)</li> </ul> <p><b><u>DATA :</u></b>  <b>Today's date</b>  <b>Bus. Area: 0900</b>  <b>Bus. Transaction: 1    Customer Payment</b>  <b>Make up a check number for each invoice</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-right: 1px solid black; padding: 5px;"> <b>(a) Invoice Doc#/Assignment#</b>  <b>1 8 0 0 0 6    _ _</b> </td> <td style="padding: 5px;"> <b>Customer # _____</b> </td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <b>Check # _____</b> </td> <td style="padding: 5px;"> <b>Cost Ctr _____ Fund _____</b> </td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <b>Amt. \$39.13</b> </td> <td style="padding: 5px;"> <b>GL Acct _____</b> </td> </tr> <tr> <td colspan="2" style="border-top: 2px solid black; height: 5px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <b>OPTIONAL 2<sup>nd</sup> practice</b>  <b>(b) Invoice Doc#/Assignment#</b>  <b>1 8 0 0 1    _ _ _</b> </td> <td style="padding: 5px;"> <b>Customer # _____</b> </td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <b>Check # _____</b> </td> <td style="padding: 5px;"> <b>Cost Ctr _____ Fund _____</b> </td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <b>Amt. \$610.00</b> </td> <td style="padding: 5px;"> <b>GL Acct _____</b> </td> </tr> </table>	<b>(a) Invoice Doc#/Assignment#</b> <b>1 8 0 0 0 6    _ _</b>	<b>Customer # _____</b>	<b>Check # _____</b>	<b>Cost Ctr _____ Fund _____</b>	<b>Amt. \$39.13</b>	<b>GL Acct _____</b>			<b>OPTIONAL 2<sup>nd</sup> practice</b> <b>(b) Invoice Doc#/Assignment#</b> <b>1 8 0 0 1    _ _ _</b>	<b>Customer # _____</b>	<b>Check # _____</b>	<b>Cost Ctr _____ Fund _____</b>	<b>Amt. \$610.00</b>	<b>GL Acct _____</b>
<b>(a) Invoice Doc#/Assignment#</b> <b>1 8 0 0 0 6    _ _</b>	<b>Customer # _____</b>															
<b>Check # _____</b>	<b>Cost Ctr _____ Fund _____</b>															
<b>Amt. \$39.13</b>	<b>GL Acct _____</b>															
<b>OPTIONAL 2<sup>nd</sup> practice</b> <b>(b) Invoice Doc#/Assignment#</b> <b>1 8 0 0 1    _ _ _</b>	<b>Customer # _____</b>															
<b>Check # _____</b>	<b>Cost Ctr _____ Fund _____</b>															
<b>Amt. \$610.00</b>	<b>GL Acct _____</b>															

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**MODULE 2: CASH JOURNAL (cont.)**

2-4: Entering Payments into Cash Journal (FBCJ): Payments tab - Introduction

☛ Watch a demonstration of entries on Cash Journal Payment tab.  
Note: Transaction type for Payments is indicated by an “B” (=Bank) when using drop-down to search.

<i>Module / Exercise No.</i>	<i>Transaction</i>	<i>Data &amp; Exercise Questions</i>
<b>Y 2-4-1</b>  <b>&amp;</b>  <b>Y 2-4-2</b>	<b>ZBCJ</b>  <b>&amp;</b>  <b>FBCJ</b>	<p><i>Open two sessions; one for FBCJ and a second session for ZBCJ</i></p> <p>Use <b>ZBCJ</b> To view a daily cash receipt summary <i>Enter your Cash Journal</i> <i>Printer: YPCC</i> <i>Select: Daily Cash Receipt Summary</i> <i>Execute</i> </p> <p>Use <b>FBCJ</b> enter one line for the total of each fund on the Payment tab. <b>Business transaction: 5 Clearing to Treasury</b> <b>Enter amount, fund, business area.</b> Save and then Post</p> <hr/> <p><b>Questions:</b></p> <p>What is the purpose of viewing a daily cash receipt summary after entering payments in FBCJ?</p> <hr/> <p>If there are 20 receipts but only 2 funds involved; how many line items should be on the payment tab for these receipts?</p> <hr/>

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**MODULE 2: CASH JOURNAL (cont.)**

**Topic 2-5: Saving and Deleting Cash Journal Entries**

☛ Watch demo on **saving** and reversing Cash Journal entries using **Delete**.

Note: Entries reversed by Delete can be viewed from the menu.

<i>Module / Exercise No.</i>	<i>Transaction</i>	<i>Data &amp; Exercise Questions</i>
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Use the data below to enter a revenue receipt (Receipts Tab – FBCJ) and **Save (only Save)** the receipt. After saving, reverse the entry using Delete feature.

<b>☛ Ex. 2-5</b>	<b>FBCJ</b>	<b>Business Trans.</b>	<b>Amount</b>	<b>Recpt Recipient/ Check # (Reference field)</b>	<b>Cost Center/ Bus. Area</b>
		Miscellaneous Fees	\$20	Ima Worker/ 9812	443642 / 0900

**Topic 2-6: Posting and Reversing Cash Journal Entries**

☛ Watch demo on **posting** and reversing Cash Journal Entries using **Reversal**.

Note: Entries reversed by Reversal remain on the line items with a red X indicating the reversal.

<i>Module / Exercise No.</i>	<i>Transaction</i>	<i>Data &amp; Exercise Questions</i>
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Use the data below to enter a revenue receipt (Receipts Tab – FBCJ) and **Post** the receipt. After posting, reverse entry using Reversal feature.

<b>☛ Ex. 2-6</b>	<b>FBCJ</b>	<b>Business Trans.</b>	<b>Amount</b>	<b>Recpt Recipient/Check # (Reference field)</b>	<b>Cost Center/ Bus. Area</b>
		Lodging Deposit	\$50	Seymour Green / 5768	443642 / 0900

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**MODULE 2: CASH JOURNAL (cont.)**

**¶ Topic 2-7: Viewing and Posted Cash Journal Documents (FBCJ)**

- Using your assigned cash journal. Highlight a line item.
- Click on FI Document button to view documents.
- Click on Accounting document.
- Click on document line item.

**▣ Topic 2-8: Resetting Cleared Customer Items (FBRA)**

** Questions and Answers: Module 2 Review**

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**MODULE 3 - PRINTING DEPOSIT SLIPS**

🏠 **Creating and Printing a Deposit Slip**

🏠 Watch the demonstration for creating a deposit slip

**ZBCJ**

Note: If using multiple cash journals, a user can create a Master Deposit Slip

Module / Exercise No.	Transaction	Data & Exercise Questions
🔑 3-1	<b>ZBCJ</b>	<p>Create a deposit slip for your entries <i>Enter your Cash Journal</i> <i>Printer: YPCC</i> <i>Select: Create Deposit Slip</i></p> <p>Execute </p> <p style="text-align: center;">-----</p> <p><i>Number of copies: 4</i></p> <p><i>Click on Print Preview. Ensure document numbers appear.</i></p>
🏠 3-2 Re-print Copy Demo	<b>ZBCJ</b>	<p>🔑 Optional exercise: Re-print a copy of the above deposit slip <b>WITHOUT</b> generate a duplicate deposit. Use the same steps as in Exercise 3-1 <b><u>except</u></b> when the box below appears:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: #4a7ebb; color: white; padding: 2px;">POST ACCOUNTS TO BE RECLASSIFIED</p> <p style="text-align: center;">  Continue posting ASA to GL?                      'X' to cancel posting.                 </p> <p style="text-align: center;"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </p> </div> <p>Re-print deposit slip with FBCJ</p> <div style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p style="text-align: center;"></p> </div> <p><b><u>ALWAYS</u></b> click on Red X to avoid duplicating a deposit!!</p>

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**MODULE 3 - PRINTING DEPOSIT SLIPS (cont.)**

<b>3-3 Exclude Cash Funds from Treasury Deposit Slips</b>	(optional demo)
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**Questions and Answers: Module 3 Review**

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**MODULE 4 - CREATING A SINGLE ITEM DEPOSIT SLIP  
(MULTIPLE DEPOSIT SLIPS IN A SINGLE DAY)**

📄 **FB50 Document type ZD**

📄 Watch the demonstration for entering a single deposit slip for which will be made for each Electronic Transfer deposit. More than one deposit slip for electronic transfers may be created in one day.

Module / Exercise No.	Transaction	Data & Exercise Questions						
<b>Y Module 4</b>	<b>FB50</b>	<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;">           Change Editing options if necessary.  <b>(Doc. type option: Select Document type ready for input from drop-down)</b>            Save Editing Options.            Exit FB50 and re-enter transactions for new         </div> <p>Enter <b>Doc. Date</b> - Today's Date            Enter <b>Reference</b> - Federal draw            Enter <b>Sh(ort) text</b> - Grant 123xyz            Enter <b>Document type</b> - ZD.</p>						
		<b>LINE 1:</b>						
		<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">GL Account</td> <td>Treasury Incoming 1100001002 Debit</td> </tr> <tr> <td>(Deposit) Amount</td> <td>\$900</td> </tr> <tr> <td>Fund</td> <td>HGA0100</td> </tr> </table>	GL Account	Treasury Incoming 1100001002 Debit	(Deposit) Amount	\$900	Fund	HGA0100
GL Account	Treasury Incoming 1100001002 Debit							
(Deposit) Amount	\$900							
Fund	HGA0100							
		<b>LINE 2:</b>						
		<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Revenue GL account</td> <td>4050004000</td> </tr> <tr> <td>Amount</td> <td>* or enter same amount as in Line 1</td> </tr> <tr> <td>Cost Center</td> <td>443642</td> </tr> </table>	Revenue GL account	4050004000	Amount	* or enter same amount as in Line 1	Cost Center	443642
Revenue GL account	4050004000							
Amount	* or enter same amount as in Line 1							
Cost Center	443642							
		<i>Click on Simulate</i>						
		<i>Click on Post icon</i>						
		<i>(ZD) Document number: _____</i>						
		<b>Go to ZBCJ.</b>						
	<b>&amp;</b>							
	<b>ZBCJ</b>	Select "Create Deposit Slip" Select " ZD GL Deposit Slip" Enter <b>ZD Document number</b> from above.						

**? Questions and Answers: Module 4 Review**

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**MODULE 5 - DISPLAYS, REPORTS, and QUERIES**

📄 **FB03**

**Finding a customer payment by Reference No. from FBCJ**

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📄 **SQ00**

📄 Watch the demonstration of Transaction SQ00 to generate a report.

Note: Users must request individual user authorization to this report.

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**Supplemental information:**

- **Other reports**
- **Web site**
- **Help desk**

📄 **Questions and Answers: Module 1 – 5 Review**



**✓ FINAL Test for Certification**

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**Help Desk Phone Number: 683-2255**

**Help Desk operating hours are from 7:00 to 16:30**

**Email: [AASIS-HelpDesk@mail.state.ar.us](mailto:AASIS-HelpDesk@mail.state.ar.us)**

Obtain an on-line help form and help desk directions from the web address below:

<http://aasis.state.ar.us/helpdesk.htm>